

Date

ROUTING AND TRANSMITTAL SLIP

2 Nov. 83

TO: (Name, office symbol, room number, building, Agency/Post)		Initials	Date
1.	<input type="text"/> 7D10 Hqs.		
2.			
3.			
4.			
5.			

Action	File	Note and Return
Approval	For Clearance	Per Conversation
As Requested	For Correction	Prepare Reply
Circulate	<input checked="" type="checkbox"/> For Your Information	See Me
Comment	Investigate	Signature
Coordination	Justify	

REMARKS

Here is a copy of the Inspection/
Replacement process.

DO NOT use this form as a RECORD of approvals, concurrences, disposals, clearances, and similar actions

FROM: (Name, org. symbol, Agency/Post)

Room No.—Bldg.

SS/DDA

OPTIONAL FORM 41 (Rev. 7-76)
Prescribed by GSA
FPMR (41 CFR) 101-11.206

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Remington Rand Safes
Inspection/Replacement

1. Determine the location of the Remington Rand safes via Component/Directorate.
2. Survey the Remington Rand safes in the Headquarters building by Directorate (each Component within each Directorate) beginning with Directorate of Administration.
3. Contact each Component Safety Officer and have him/her accompany during survey.
4. Attach a sticker on the top right hand side of each safe drawer after the safe is inspected. Sticker will indicate:
 - a. Safe number
 - b. Safe location
 - c. Contains asbestos yes _____ no _____
 - d. Condition of asbestos good _____ bad _____ (Replace Safe)
 - e. Asbestos sealed - date _____
 - f. Surveyors initials _____
 - g. Date of inspection _____
5. Each safe that has asbestos will be replaced. Those that are rated as "bad - replace safe" shall be replaced as soon as possible. The component logistics officer shall:
 - a. Submit Form 17 to the Office of Logistics requesting that each safe with asbestos be replaced with one at that has the asbestos sealed.

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b. Submit Form 88 to the Office of Logistics requesting new safes to replace safes (type, number, location) containing asbestos with justification "contains asbestos and could present a health problem".

c. Submit Forms 17 and 88 simultaneously.

d. Provide a copy of each of the forms (17 & 88) to the Safety Staff.

6. A sufficient number of the safes that have the asbestos sealed shall be retained at so that defect^{STAT} safes can be replaced immediately upon receipt of Form 17.

7. The shall advise the Safety Staff of t^{STAT} number and location (Component/Bldg./Room) of each safe sent as replacement for a defective safe per para. 6 or PTI'd for disposal.